Employee Self Service Views "My Biz"

To access *My Biz* navigate to the link provided by your HRO office. The following login screen will display.

Enter User Name and Password. The default user name and password will be provided by your servicing HRO. After successfully entering the userid and password the first time user will be directed to the Change Password window.

Enter the following data elements:

- Old Password – This is your default password
- New Password – Passwords are, at a minimum, a case sensitive 8-character mix of upper case letters, lower case letters, and special characters, including at least one of each (e.g., emPagd2!)
- Repeat New Password
- Security Questions – This question must be answered before continuing, it will be necessary to have completed a security question to reset a forgotten password. Select one of the available questions.

- Answer – The answer provided here will be used to complete user validation if password reset is ever required.
- Email Address – This field is available for optional input and is being reserved for use with future Self Service enhancements. your transaction.

After successfully entering the user ID and password the My Biz "home page" will display.

Click the My Biz link; this opens the functions menu of available tasks that can be performed from the selected responsibility within the Self Service application.
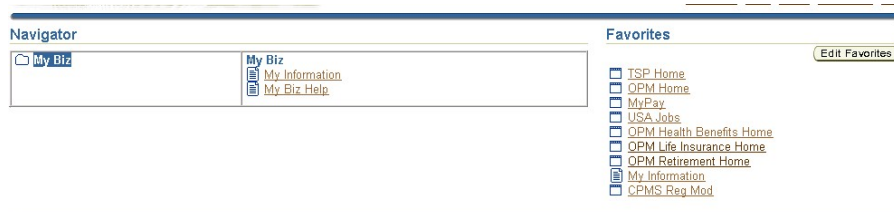
Let's take a look at what the features of this new page are. The web page displays with three columns, Responsibilities, Functions, and Favorites.

The left column displays all of the Responsibilities the user has,

The column in the middle displays the Functions available,

My Information – User information
My Biz Help – How to use instructions

The column on the right is your stored Favorites.

Favorites

☐ TSP Home
☐ OPM Home
☐ MyPay
☐ USA Jobs
☐ OPM Health Benefits Home
☐ OPM Life Insurance Home
☐ OPM Retirement Home

Favorites allow a user to links or functions to their My Biz homepage for quick access to commonly used sites. Use the following procedure to add a favorite to your Framework home page.

Click the [Edit Favorites] button, the Customize Favorites window will display. (This example will add "My Information" as a favorite.) Highlight the function you want to add as a favorite,

Click the "Move" arrow,

The function will move from the left column and be added to the column on the right.

To add a "favorite" website, click the [Add URL] button.

Add A Favorite Web Site
Enter the name and URL address for the site or file you would like to include in your Applications Favorites List. The URL address can be any web site you visit on a
regular basis or a file name on your local file system. You may enter any address that you would otherwise enter as a browser location.
* Indicates required field
* Name CPMS Reg-Mod Website
* Url ww.cpms.osd.mil/regmod/index.html

Cancel Apply

Type the name you want displayed on your home page, type the URL information, click the Apply button.
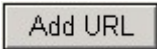
Select Favorites
To add a new Favorite item, browse through the Responsibility (functional grouping) list to find the Option you want, then select it and click the right arrow. You can
also select an existing option and then remove it using the left arrow, or change where it will appear in the list by using the up and down arrows.
Available to Select   Selected to Display

Responsibility My Biz

My Information   TSP Home
Benefits   OPM Home
                                             MyPay
                                             USA Jobs
                        >   OPM Health Benefits Home
                        Move   OPM Life Insurance Home
                        >>   OPM Retirement Home
                        Move All   My Information
                        <   CPMS Reg-Mod Website
                        Remove
                        <<
Description   Remove All

                        Add URL   Rename

                                             Cancel Apply

When you return to the Customize Favorites window the OPM Website has been added to the favorites list. When you have finished adding all of the favorites you desire, click [Apply]. After applying the changes you are returned to your home page, the new links should appear under the favorites column.

Department of Defense
                                             Home Logout Preferences

Navigator   Favorites
                                                        Edit Favorite
My Biz   Please select a responsibility.
                                             TSP Home
                                             OPM Home
                                             MyPay
                                             USA Jobs
                                             OPM Health Benefits Home
                                             OPM Life Insurance Home
                                             OPM Retirement Home
                                             My Information
                                             CPMS Reg-Mod Website

General Info – The information displayed in this section will be viewable from any tab selected.

Show/Hide feature
A "Show" folder will be displayed if the tab selected contains additional information related to element being displayed. Click the "+" sign to view the additional data elements.

The following displays

To collapse the additional information click the "-" to "Hide."

The following is a list of the Tabs and information available under each.
Appointment Tab contains current appointment information.

Position Tab contains the employee's position information.

Urquhart, Randy J

GENERAL INFO: The information is current of today's date.

Organization	W REED ARMY MED CTR ARMCW2DHAA 01	Job Title **Budget Analysis (0560)**
Position	**01318.BUDGET ANALYST.82982.ARMC.APPR**	Grade **GS-09**
Total Salary	**43,365.00 USD**	

| Appointment | **Position** | Personal | Salary | Benefits | Awards and Bonuses | Performance |

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Details	Effective Date	Position Name	Organization	Grade	Job Title	Target Grade	Office Symbol
▼ Hide	06-Mar-2005	01318.BUDGET ANALYST.82982.ARMC.APPR	W REED ARMY MED CTR ARMCW2DHAA 01	GS-09	Budget Analysis	GS-09	

Supervisory Status	**8 - Non-Supervisory**	Work Schedule	**F - Full-Time**
Part-Time Hours Biweekly		Pay Basis	**PA - Per Annum**
FLSA Category	**N - Nonexempt**	Bargaining Unit Status	**7777 - Eligible But Not In A Bargaining Unit**
Pay Table ID	**0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000**	Position Sensitivity	**Nonsensitive (NS) National Securit Risk**
Security Access	**No Access Required; ENTNAC/NAC/NACI Required**	PRP/SCI	
Payroll Office ID	**OA**	Supervisory Diff Eligibility	
Position Occupied	**1 - Competitive Service**	Language Required	
Drug Test	**Posn Not Req Drug Test**	Training Program ID	**YY**
Key Emergency Essential	**Position Not Designated Emergency-Essential Or Key**	Intelligence Position Ind	**Non-Civilian Intelligence Personn Management System**
LEO Position Indicator	**0 - No Applicable Program**		

| ► Show | 10-Jan-2005 | 01318.BUDGET ANALYST.82982.ARMC.APPR | W REED ARMY MED CTR ARMCW2DHAA 01 | GS-09 | Budget Analysis (0560) | GS-09 | |

| Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance |

Personal Tab contains employee specific information.

Details	As Of Effective Date
▼ Hide	10-Jul-2005

SCD Leave	**10-Jan-2005**	Social Security Number	**699-05-0917**
Date Of Birth	**15-Aug-1980**	Gender	**M**
Race or National Origin	**C - Black, not of Hispanic origin**	Handicap	**05 - No Handicap**
Citizenship	**1 - U.S. Citizen, includes U.S. Nationals**	Date Last Promotion	
Agency Code Transfer From		Veterans Preference	**1 - None**
Veterans Preference for RIF	**N - No**	Veterans Status	**X - Not A Veteran**
Email Address		Appointment Type	**2A - Competitive - Career-Conditional**
Current Appointment Authority (1)	**LYM**	Current Appointment Authority (2)	
Previous Retirement Coverage	**Never Covered**	SCD Civilian	**10-Jan-2005**
SCD RIF	**10-Jan-2005**	SCD Retirement	
Reserve Category	**Not Applicable**	Military Recall Status	**Y - Not Applicable**
Date Retired Uniform Service		Uniform Service Component	
Uniform Service Designation		Retirement Grade	
Military Retirement Waiver Ind		Exception Retirement Pay Ind	
Creditable Military Service	**0000**	Frozen Service	**0000**
Date Conversion Career Begins	**06-Mar-2005**	Date Conversion Career Due	**06-Mar-2008**
Date Recmd Conversion Begins		Date Recmd Conversion Due	
Date VRA Conversion Due		Date Prob/Trial Period Begins	**10-Jan-2005**
Date Prob/Trial Period Ends	**09-Jan-2006**		

Education Information

Education Level	Instructional Program	Year Degree / Cert Attained	Academic Institution Name
High school graduate or certificate of equivalency			

| Appointment | Position | **Personal** | Salary | Benefits | Awards and Bonuses | Performance |

Privacy Sta

Salary Tab contains the employee's pay related information.

Urquhart, Randy J

GENERAL INFO: The information is current of today's date.

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Position	**01318.BUDGET ANALYST.82982.ARMC.APPR**	Grade **GS-09**
Total Salary	**43,365.00 USD**	

| Appointment | Position | Personal | **Salary** | Benefits | Awards and Bonuses | Performance |

The following section displays detailed historical information through today's date.

Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay	Locality Percentage	Currency
▼ Hide	10-Jan-2005		5,975.00	43,365.00		43,365.00	15.98	

AUO		AUO Premium Pay Indicator	
Availability Pay		Availability Pay Premium Pay Indicator	
Retention Allowance		Retention Allowance Percentage	
Supervisory Differential			

| Appointment | Position | Personal | **Salary** | Benefits | Awards and Bonuses | Performance |

Benefits Tab contains the employee's benefits related information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance

The following section displays detailed historical information through today's date.

FEGLI

FEGLI	Start Date
Basic only	10-Jan-2005

Health Benefits

◎ Previous 1-1 ▾ Next

Details	Start Date	Health Plan	Enrollment	Premium Conversion
▼ Hide	10-Jul-2005	Federal Employee Health Benefits Special Code (ZZ)	Enrollment Waived/Cancelled (Y)	After Tax
		Temps Total Cost	Premium Rate	

Thrift Saving Plan

Details	Start Date	Amount	Rate	Status	Status Date
▼ Hide	10-Jan-2005		15	Y - Elected To Contribute	10-Jan-2005
		Rate 15		Status Date 10-Jan-2005	

TSP Catch Up Contribution

Start Date	Catch Up An
No data exists.	

Retirement Plan

Start Date	Retirement Plan	FERS Coverage
10-Jan-2005	K - FERS and FICA	A - Automatically Covered By FERS

Awards and Bonuses Tab displays the employee's award or bonus information.

Urquhart, Randy J

GENERAL INFO: The information is current of today's date.

Organization **W REED ARMY MED CTR ARMCW2DHAA 01** Job Title **Budget Analysis (0560)**
Position **01318.BUDGET ANALYST.82982.ARMC.APPR** Grade **GS-09**
Total Salary **43,365.00 USD**

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance

The following section displays detailed historical information through today's date.

Award Details

Effective Date	Award Type	Amount or Hours	Award Percentage	Award Agency
No data exists.				

Bonus Details

Effective Date	Bonus Type	Bonus Amount	Expiration Date
No data exists.			

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance

Performance Tab displays the employee's performance appraisal information.

Urquhart, Randy J

GENERAL INFO: The information is current of today's date.

Organization **W REED ARMY MED CTR ARMCW2DHAA 01** Job Title **Budget Analysis (0560)**
Position **01318.BUDGET ANALYST.82982.ARMC.APPR** Grade **GS-09**
Total Salary **43,365.00 USD**

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance

The following section displays detailed historical information through today's date.

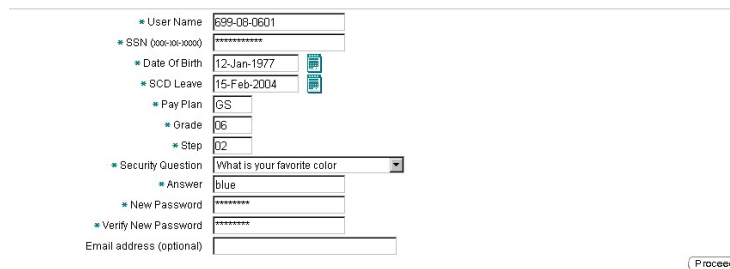| Details	Appraisal Start Date	Appraisal End Date	Appraisal Type	Rating of Record
▼ Hide	10-Jan-2005			
	Date Due **10-Jan-2006**		Date Initial Appraisal Due	
	Performance Rating Points		Date Appraisal Period Ends	
	Unit		Organization Structure ID	
	Office Symbol		Pay Plan	
	Grade		Appraisal System Identifier	
	Optional Information			

To Reset a Password

If you forget your My Biz password, the following steps can be used to reset the user account. From the Login screen click the "forgot your password link."
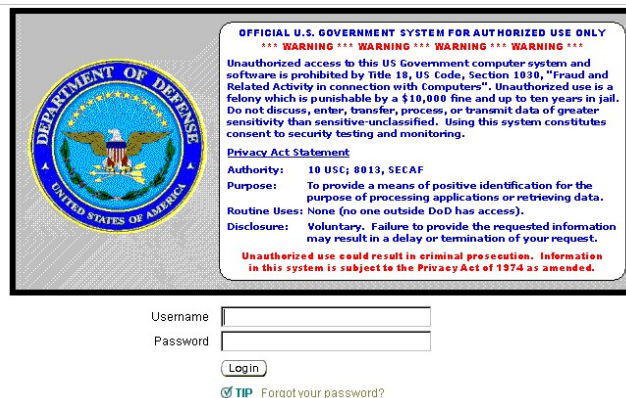

You will be directed to the Reset Password window. To reset a forgotten password you must input the following information:

- UserID
- SSN
- Date of Birth
- SCD Leave
- Pay Plan
- Grade
- Step
- Security Question, the security question is the question you answered at the time you first logged into to My Biz when prompted to reset the default password. This question must be answered correctly before you will be allowed to continue the reset password function. *Users that cannot remember the answer to their security questions will be directed to contact their HRO for help in resetting their password.*

Click the Proceed button. You will be returned to the mail login screen, type in your userid and new password to continue.

8

Other Features
Home
To return to the homepage from anywhere in the application click <u>Home</u> link.

You are returned to the homepage

My Biz Help

Click the My Biz Help link, the following window displays,
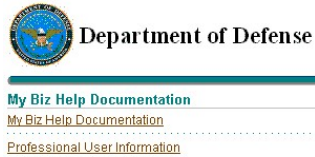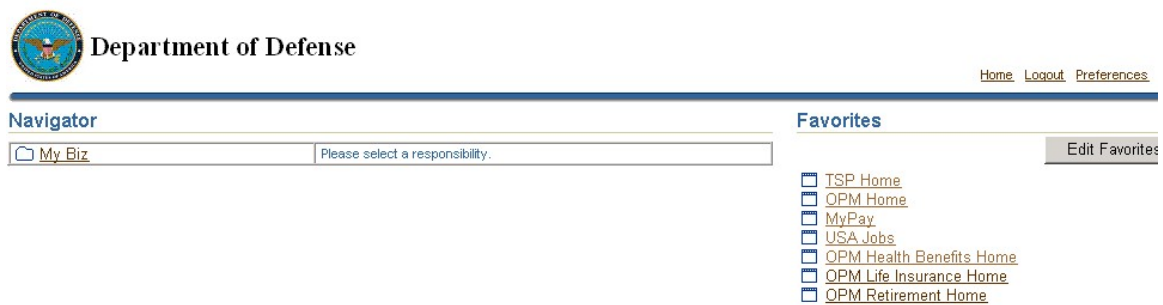

Click on link to review information sheet desired. This will launch the document
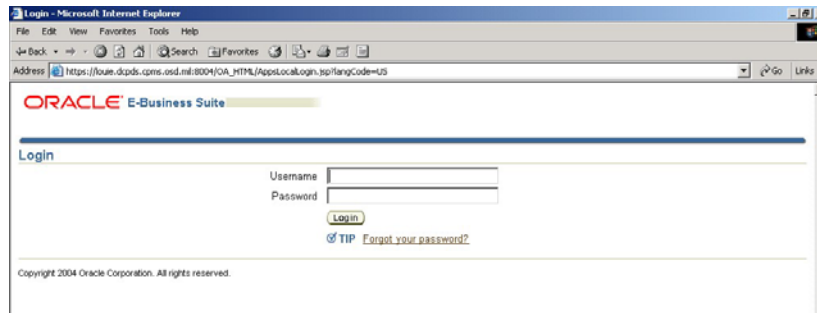

Logout –

To logout click the Logout link at the top or bottom of page.

Click the Logout link at the upper right corner of the window at any time to logout of My Biz.

You are returned to the login screen. To insure your personal information is protected close the Internet browser after logout is complete